



Roll-over and Completion of Individual Transportation Contracts for ensuing year.

1. Log into the Pupil Transportation Data Entry Program at www.opi.mt.gov/pupiltransport. Hold the cursor over "Administration". Click on "Individual Contract Rollover" and select the district. A list of all of the contracts for that district will show up. The options to select are "All", "None" or click on each contract that should be rolled over for the ensuing school year. Select the appropriate contracts and click the "Rollover Contracts" button. Note that the clicked contracts no longer show up in the list but have been rolled over to Data Entry for TR-4 Individual Contract module for the ensuing year.
2. Hold the cursor over Data Entry and click on "TR-4 Individual Contract." Make sure that the ensuing year (2012) is displayed in the Fiscal Year Box in the top, middle of the screen. Check the information on the contract for accuracy and make corrections as needed. Daily Rates are not yet displayed because no student information has been entered. **To calculate and display the daily rate, the student information must be entered into the system.**
3. If a parent is requesting isolation status, click the check box marked "Isolation". Also click the check box marked "District Approval". The county superintendent will click the check box for "County Approval." These actions will recalculate the daily rate to an isolated daily rate.
4. Click on the "Student" button to go to the student screen and click the "New Student" button. The purpose for this is to add students to the contract just created in the Rollover procedure. **This is essential in the calculation of the Daily Rate for Individual Transportation contracts.**
5. If the student is in kindergarten click on the "Kindergarten" button and fill in the blanks. Any time a child participates in 1/2 day kindergarten, a separate contract will be needed for the noon trip. Kindergarten students might not attend school for the same number of days as an older sibling. Click on the semester information and fill in the number of times the child rides in the car with or without other children either to or from school. Going to school is one time and going home is one time. **If the trip is a round trip, the number would be 2.** The state and county reimburse only when the child is in the car.
6. Once the contract, student and kindergarten information has been entered, click on the "Show Contracts List" button. All completed contracts will be in the list with a contract number, the parents name and the daily rate.
7. To view the completed contract, click on the "TR-4" button. Then click on the "Print to PDF button. This will create a printable version of the TR-4. To print the contract, click the print button on the task bar right above the document.
8. To view or print all of the contracts at once, place your cursor on "Reports" and click on "TR-4 Individual Contracts". Pick the school and school year, and click the "Print to PDF" button. All of the district's TR-4 Individual Contracts will be in this report. Each contract in the report will have a contract number, district information, parent information, student information, trip information and the daily rate.
9. Get parent and board chair signatures and submit to the county superintendent.

☐ THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED.

Once a document is printed and signed, please make copies for your file and the county superintendent.

If you have questions, please contact Donell Rosenthal at drosenthal@mt.gov or Denise Ulberg at dulberg@mt.gov